



Internship Opportunity

KY Labor Cabinet Office of Inspector General

I. Position Title and Location

Labor Cabinet Intern

Kentucky Labor Cabinet, Office of Inspector General, 1047 US HWY 127 South, Frankfort, KY 40601

The Office of Inspector General (OIG) has the authority to investigate complaints of allegations of administrative, civil and/or criminal violations committed by employees within the Cabinet or external constituents. Additionally, through a memorandum of agreement, the OIG has the authority to perform similar functions for the Public Protection & Energy and Environment Cabinets. On occasion OIG will also work with other state agencies upon request.

II. Role of the Intern

The OIG is seeking a dynamic undergraduate or graduate student to assist the OIG in research, data mining, analysis of complaints, and report writing. The intern will work alongside the Inspector General and investigators in the office and off-site.

III. Duties and Responsibilities

- Review confidential investigative activity and assist in drafting of confidential report of investigation; Data mining; Review intel data information to assist investigators in determining leads.

IV. Skills

The intern selected for the positions should:

- a. Demonstrate the ability to work independently after receiving an orientation and instructions from the Inspector General and staff.

- b. Be adept at written and oral communication, and possess the ability to present various materials in a public setting.
- c. Be comfortable with basic software such as Office Suite, PowerPoint, Excel, etc.
- d. Given the nature of the position and potential interaction with leaders from government and business communities, be professional in demeanor and appearance.

V. Logistics

This position is currently open. The number of hours per week the intern is expected to work is negotiable upon the student's schedule. Salary range of \$7.25-\$12.30 per hour.

To apply, please go to the following web address, search for position 56033BR (CO-OP Intern) and complete the application.

<https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=20101&siteid=5031#home>

In addition to completing the online application at the above link, please forward a cover letter expressing interest, a current resume, 2 writing samples and 2 letters of recommendation to Cassidy.connell@ky.gov